



GROWTH THROUGH AGRICULTURE (GTA) PROGRAM

How to Apply for a
Category I: Project Grant/ Loan

December 21, 2011

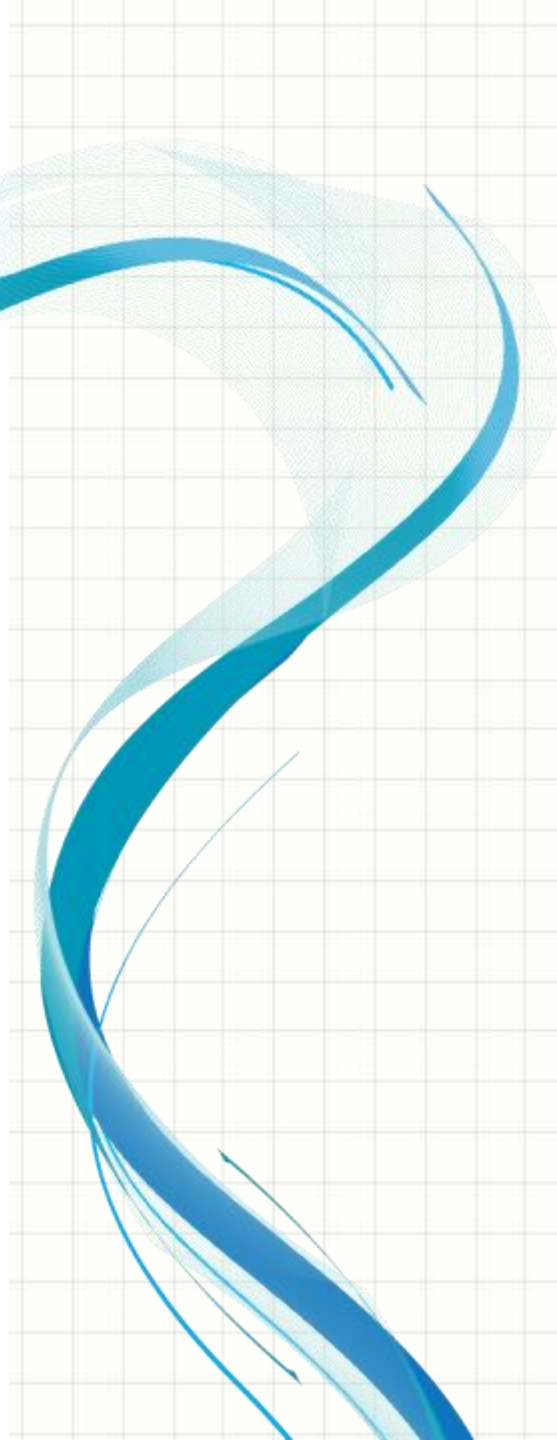
Goal

- To help you determine whether a project would be a good fit for GTA funding
- To provide tips and tools to fill out a complete GTA application

Program Overview

A decorative graphic consisting of several overlapping, wavy blue lines that curve from the top right towards the bottom right, creating a sense of motion and flow.

- State funded program
- Established to strengthen & diversify Montana's agricultural industry - through the development of new agricultural products and processes



Two types of funding available:

Category I: Economic Development Projects

- Grants up to \$50,000
- Loans up to \$100,000

Next deadline: 1/31/12

Category II: Mini Grant Projects

- Generally limited to \$1,000
- Maximum of \$2,500

Deadline: No deadline as long as funding available

Should I Apply For a GTA Category I: Economic Development Project?



Is the project primarily going to add value to Montana's agricultural products and have the prospects to create and/or retain jobs?



Who is eligible to apply?

- Businesses
- Individuals
- Public and Private Agencies/Organizations
- Educational Institutions
- Local Governments



If your project is a good fit, here are some things to do before you apply:

1


- Contact your local economic development organization

2

- Contact GTA program staff to discuss project

3

- Complete draft application online by 1/6/12

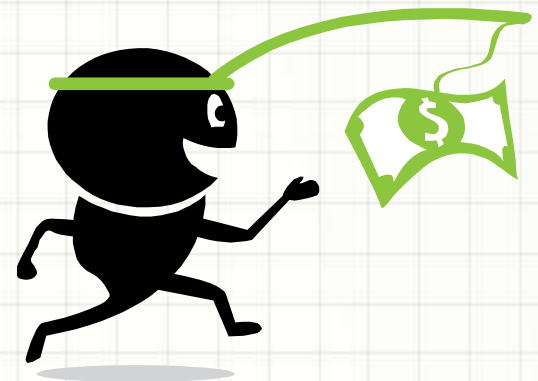


Contact Your Local Economic Development Organization, SBDC, Food & Agricultural Development Center and/or Legal Counsel Regarding:

- Business Planning
- Financial Planning Assistance
- Access and information about other grant and loan funding opportunities
- Regulatory issues associated with your business and/or project
- Worker's Compensation Insurance Needed
- Business Structure – Incorporated?
 - Registered with Secretary of State?

As part of your business planning activities, be sure to:

- Identify activities to be completed
- Determine Scope of Work
- Develop the Cost Estimates
- Identify Sources of Matching Funds



Matching Funds:

- \$1 for \$1 (100%) match is required
- Potential Sources:
 - Private match from business entities
 - Loans from Bank/Local Economic Development Organization
 - Commodity Check-off Funds
 - Federal (USDA-RD, EDA)
 - Project costs may include other state programs (Ex. BSTF, WTG), however, these wouldn't count towards \$1 for \$1 match requirement

Before You Contact GTA Program Staff:

- Read GTA program background available at:
<http://agr.mt.gov/business/pdf/GTAbackground.pdf>
- Contact GTA staff to discuss proposed application
- If you decide to apply – go to GTA website and follow the instructions for a new application



FILLING OUT THE APPLICATION

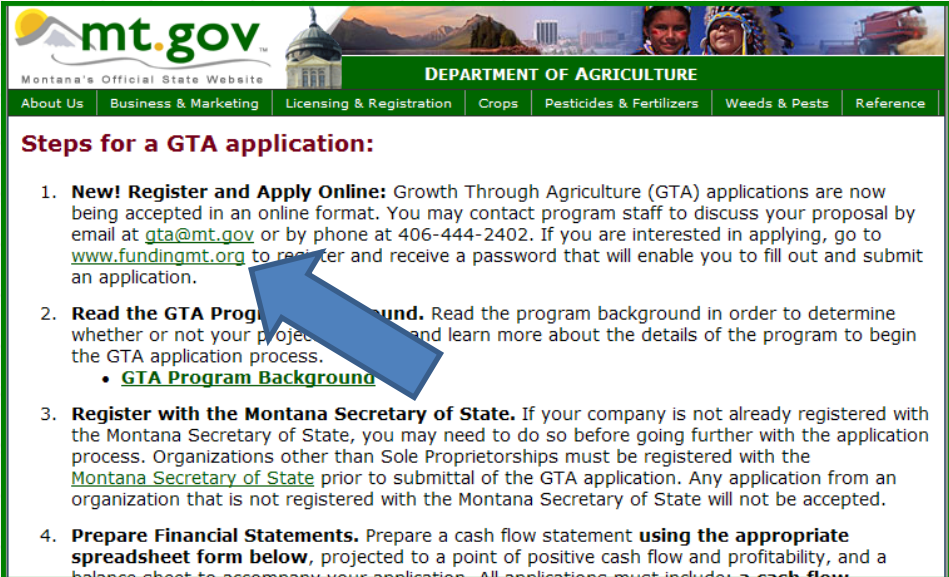
Steps for a GTA Application:

- Go to GTA website:
<http://agr.mt.gov/business/GTA.asp>
- Click on “New Applications”
under Program Tools
- Read through “Steps for a
GTA Application”



Steps for a GTA Application:

- Click on link to:
www.fundingmt.org
- Register Online
- Register with Montana Secretary of State
- Prepare Financial Statements
- Mail or Fax
Credit Check Release
Form
- Submit Online
Application



The screenshot shows the Montana Department of Agriculture website. The header includes the 'mt.gov' logo and the text 'Montana's Official State Website'. Below the header is a navigation bar with links: 'About Us', 'Business & Marketing', 'Licensing & Registration', 'Crops', 'Pesticides & Fertilizers', 'Weeds & Pests', and 'Reference'. The main content area is titled 'Steps for a GTA application:' and lists four steps. A blue arrow points to the link 'www.fundingmt.org' in step 1.

Steps for a GTA application:

1. **New! Register and Apply Online:** Growth Through Agriculture (GTA) applications are now being accepted in an online format. You may contact program staff to discuss your proposal by email at gta@mt.gov or by phone at 406-444-2402. If you are interested in applying, go to www.fundingmt.org to register and receive a password that will enable you to fill out and submit an application.
2. **Read the GTA Program Background.** Read the program background in order to determine whether or not your project is eligible and learn more about the details of the program to begin the GTA application process.
 - [GTA Program Background](#)
3. **Register with the Montana Secretary of State.** If your company is not already registered with the Montana Secretary of State, you may need to do so before going further with the application process. Organizations other than Sole Proprietorships must be registered with the [Montana Secretary of State](#) prior to submittal of the GTA application. Any application from an organization that is not registered with the Montana Secretary of State will not be accepted.
4. **Prepare Financial Statements.** Prepare a cash flow statement **using the appropriate spreadsheet form below**, projected to a point of positive cash flow and profitability, and a balance sheet to accompany your application. All applications must include a cash flow statement.

Register Online

- Go to: www.fundingmt.org



The screenshot shows the Montana Grants and Loans website. The header features the word "Montana" in a stylized font and "Grants and Loans" in a blue box. Below the header, there are links for "Help" and "System Compatibility". A "Log In" link is also present. The main content area is divided into two sections. The left section is titled "Login" and contains fields for "User ID:" and "Password:", a "Login" button, and a "Forgot Password?" link. The right section features the "mt.gov" logo and the text "New to WebGrants - State of Montana?" with a "Register Here" link. Below these sections is an "Announcements" section with the Montana Department of Agriculture logo and the text "Growth Through Agriculture (GTA) Now Accepting Applications".

Montana Grants and Loans

Help System Compatibility

Log In

Login

User ID:

Password:

Login

Forgot Password?

mt.gov
Montana's Official State Website

New to WebGrants - State of Montana?
[Register Here](#)



Announcements

MONTANA
Department of
AGRICULTURE

Growth Through Agriculture (GTA) Now Accepting Applications



Click on Registration Link

<p><i>Login</i></p> <p>User ID:* <input type="text"/></p> <p>Password:* <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgot Password?</p>	<p> Montana's Official State Website</p> <p>New to WebGrants - State of Montana?</p> <p>Register Here</p>
<p><i>Announcements</i></p> <p> MONTANA Department of AGRICULTURE</p> <p>Growth Through Agriculture (GTA) Now Accepting Applications</p>	

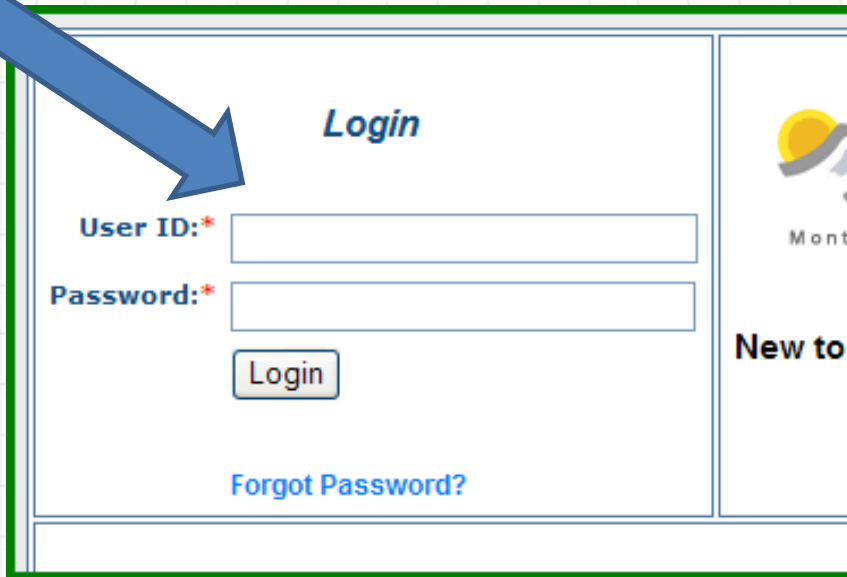
Fill Out Registration Page

- Enter business names exactly as they appear on the Secretary of State's website
- If using an assumed business name, enter full legal name and then assumed business name under the Organization.
 - (ex. Mary Smith dba Mary's Farm)
- Once your registration is approved, your user name and password will be emailed to you
- NOTE: registration approval may take 1-2 days



The screenshot shows the 'Montana Grants and Loans' registration page. The header features the 'Montana' logo and the text 'Grants and Loans'. Below the header, there are links for 'Help' and 'Register'. The main content area is a registration form titled 'Personal Information' and 'Organization Information'. The 'Personal Information' section includes fields for Name (First, Middle, Last), Email, Address, City, State (dropdown menu), Postal Code, Phone, and Fax. The 'Organization Information' section includes fields for Name, Organization Type (dropdown menu), Organization Website, Address, City, State (dropdown menu), and Postal Code. A 'Register' button is located in the top right corner of the form area.

Log In

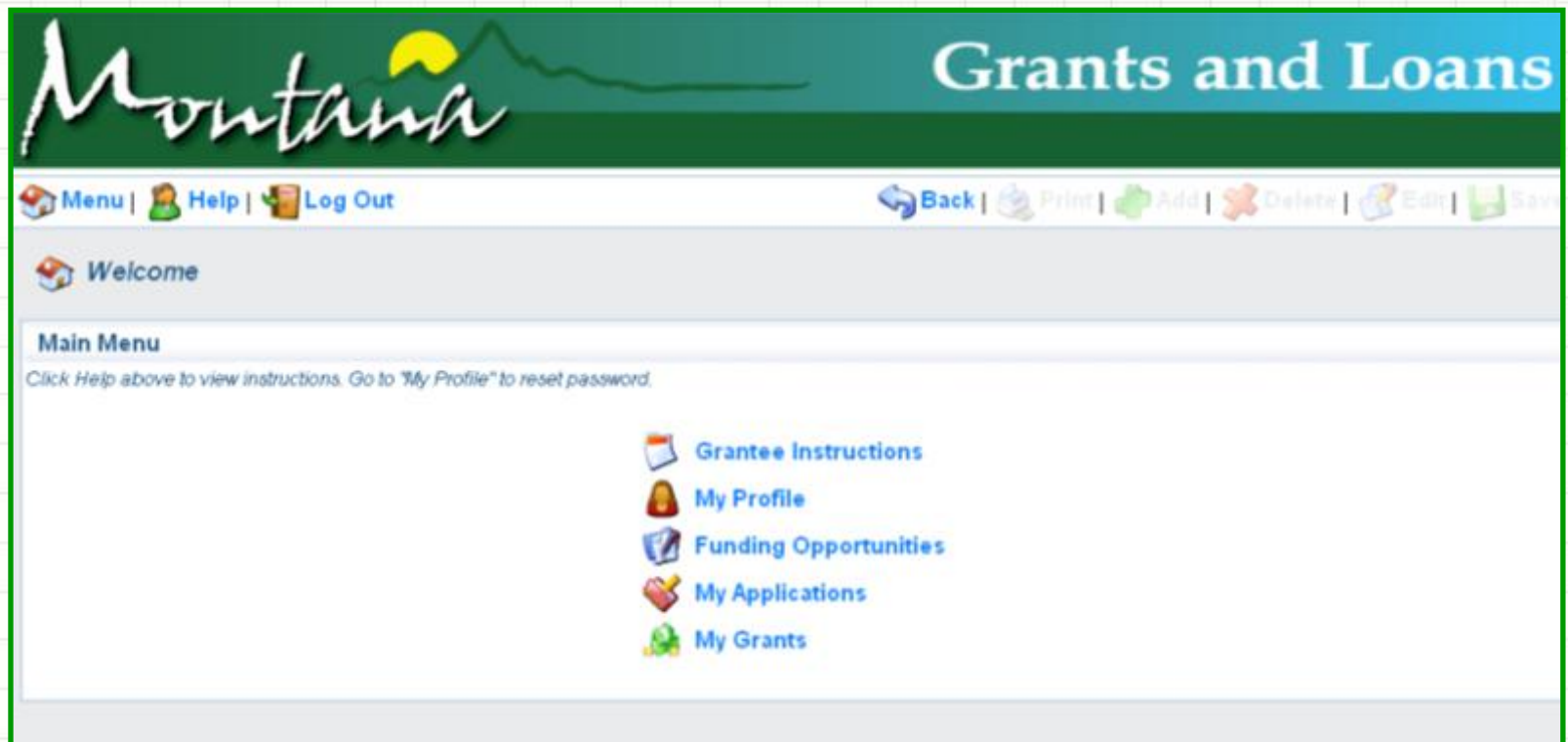


The image shows a login form titled "Login". It has two input fields: "User ID:*" and "Password:*". Below the password field is a "Login" button. At the bottom left is a link "Forgot Password?". On the right side, there is a logo with a yellow sun and the text "Mont", and a link "New to". A large blue arrow points from the left towards the "User ID" input field.

- To Login
Enter User ID and password sent via email from webgrants@fundingmt.org and click "Login"
- Check junk email folders and spam filters for emails if not received

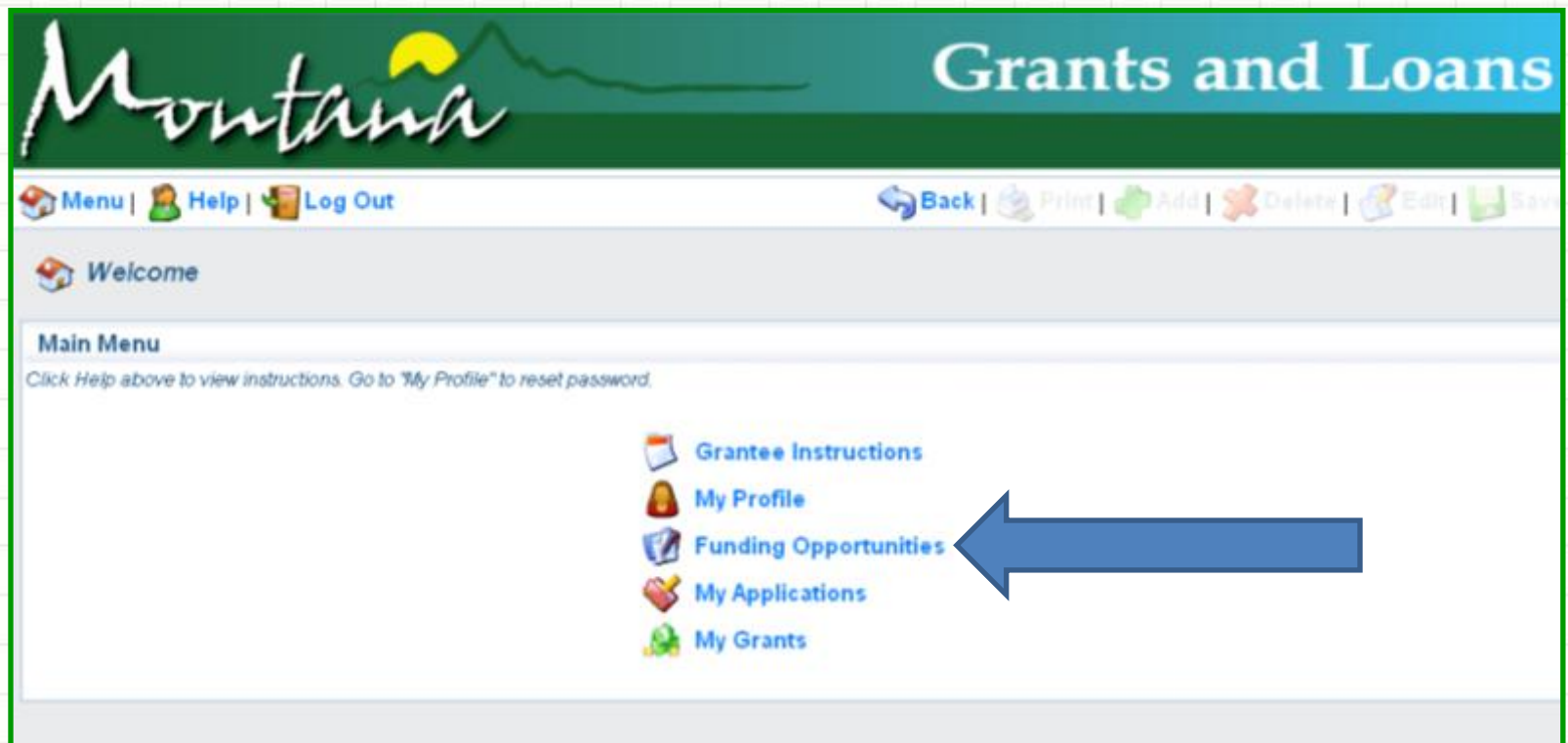
Main Menu

- Navigation –
 - Menu, Back, Print, +Add, xDelete, Edit, Save
- Mark as Complete, Submit



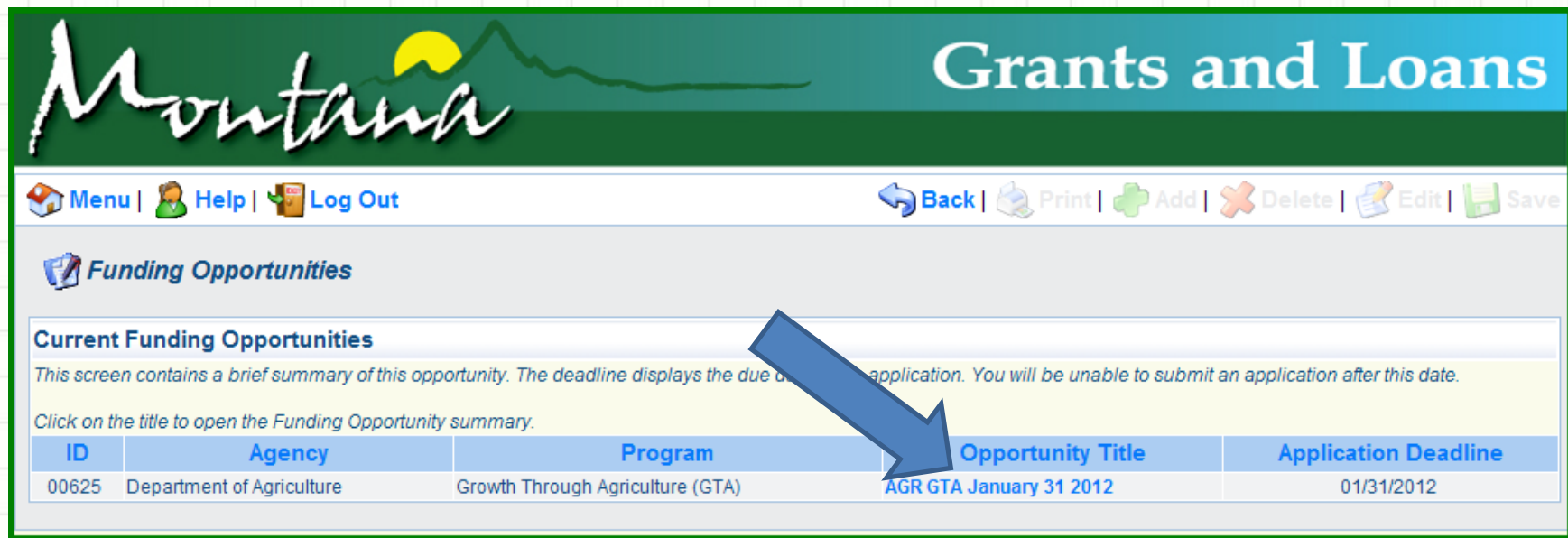
Main Menu

- Click on “Funding Opportunities”



Funding Opportunities

- Select the current funding opportunity:
“AGR GTA January 31 2012”
- If applying for a Mini-Grant, select the “GTA Mini-Grant” Program Opportunity Title



Montana Grants and Loans

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Funding Opportunities


Current Funding Opportunities

This screen contains a brief summary of this opportunity. The deadline displays the due date for application. You will be unable to submit an application after this date.

Click on the title to open the Funding Opportunity summary.

ID	Agency	Program	Opportunity Title	Application Deadline
00625	Department of Agriculture	Growth Through Agriculture (GTA)	AGR GTA January 31 2012	01/31/2012

- Review Funding Opportunity Details
- Select “Start a New Application”

 **Funding Opportunities**

Current Applications
Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
No existing applications		

Opportunity Details[Copy Existing Application](#) | [Start a New Application](#)

00625-AGR GTA January 31 2012
Growth Through Agriculture (GTA)
Application Deadline: 01/31/2012 12:00 AM

Award Amount Range: \$0.00 - \$150,000.00
Project Start Date:
Project End Date:
Award Announcement Date:

Program Officer: Angie Nelson
Phone: 406-444-2402 x
Email: anelson@mt.gov

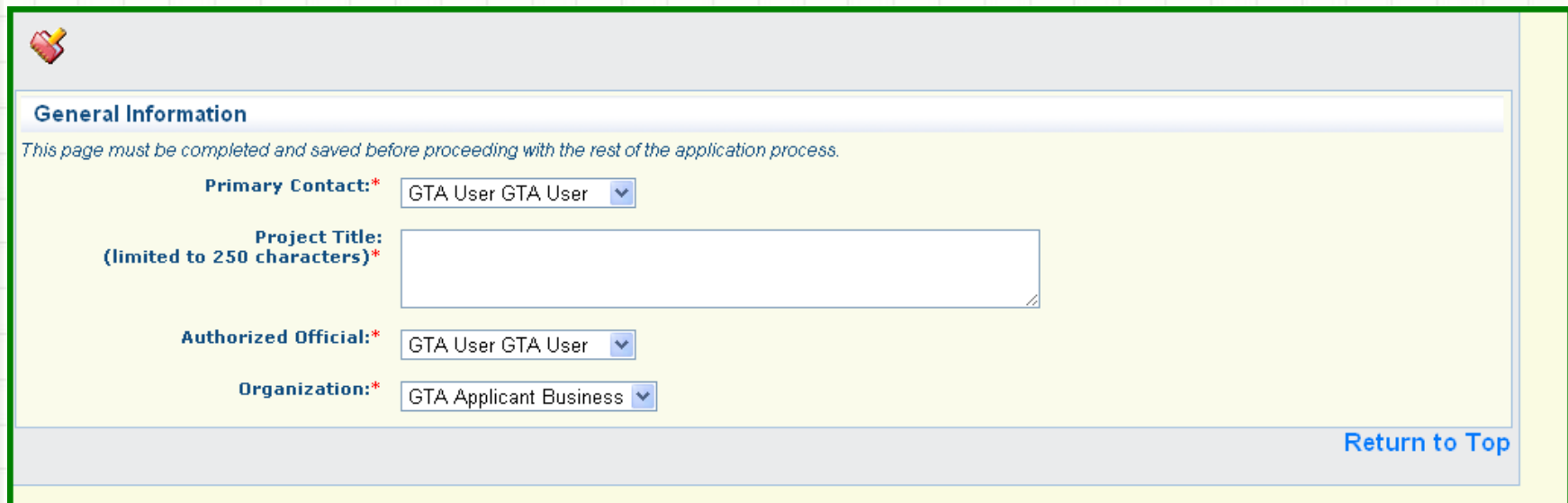
Description
To begin the Growth Through Agriculture application process for a grant or loan:

- Please read the program background at the program link below in order to determine whether or not your project is eligible and learn more about the details of the program.
- If you have any questions about the eligibility of your project, please contact the GTA Manager, Angie Nelson at the number listed above.

The Growth Through Agriculture (GTA) program is a grant and loan program established by the Montana Legislature to strengthen and diversify

General Information Form

- Select Primary Contact from drop down box
- Enter Brief, Descriptive Project Title
 - Ex. “Acme Corporation Expansion and Equipment Purchases”
 - Include what you are requesting funds for – marketing, equipment, etc.
- Select “Authorized Official” – if not provided in drop down menu, register this person or contact staff to have this person built
- Select appropriate Organization



The screenshot shows a web form titled "General Information" with a yellow background. At the top left is a small icon of a red folder with a yellow key. Below the title is a blue instruction bar: "This page must be completed and saved before proceeding with the rest of the application process." The form contains four fields, each with a red asterisk indicating it is required:

- Primary Contact:** A dropdown menu showing "GTA User GTA User" with a blue arrow icon.
- Project Title:** A large text input box with the label "(limited to 250 characters)".
- Authorized Official:** A dropdown menu showing "GTA User GTA User" with a blue arrow icon.
- Organization:** A dropdown menu showing "GTA Applicant Business" with a blue arrow icon.

At the bottom right of the form is a blue link that says "Return to Top".

Application Preparation Checklist

- Complete checklist
- Contact GTA program staff to discuss if you answer “no” to any of the questions

Application Preparation Checklist

Have you Read the GTA Program Background?*

☐ Yes ☐ No

Have you Completed a Business Plan?*

☐ Yes ☐ No

Have you Completed Financial Projections?*

☐ Yes ☐ No

Have you Prepared a List of Key Assumptions for Financial Statements?*

☐ Yes ☐ No

Have you Prepared Cash Flow Statements?*

☐ Yes ☐ No

Have you Prepared a Marketing Strategy?*

☐ Yes ☐ No

Have you Registered the Business with Montana Secretary of State?*

☐ Yes ☐ No

Has this business or its principals previously received or otherwise benefitted from Growth Through Agriculture funding?*

☐ Yes ☐ No

Has this business retained Legal Counsel?*

☐ Yes ☐ No

If yes, provide name and address of legal firm:

Application Preparation Checklist (Continued)

- Technical Assistance / Regulatory Issues
- Personal Guarantee
- Credit Check Release

Examples include: Small Business Development Center, Food & Agricultural Development Center, Local Economic Development Organization, County Sanitarian, Department of Environment and Natural Resources, etc.

What organizations have you contacted for technical assistance regarding possible regulatory/business planning issues related to this project?*

1000 characters max.

If you checked no to any of these items or have any questions related to these questions, please contact your local Small Business Development Center: www.sbdcenter.org
Food and Agricultural Development Center: www.agr.mt.gov/foodandag or Growth Through Agriculture staff at (406) 444-2402 to discuss.

Enter the name and address of the individual that will personally guarantee the contract. If no personal guarantee will be provided, provide a description of the collateral that will be used to secure the contract. If the applicant is a public educational institution or governmental entity, enter "N/A" in these fields)

Personal Guarantee:*

Address:*

City, State Zip Code:*

City

State

Zip Code

Submission of a Credit Check Release is required for your organization and its principals. The Credit Check Release form may be found at: <http://agr.mt.gov/business/GTAApplInfo.asp>. All applications except those from an educational or governmental entity must include a Credit Check Release form submitted the Credit Check Release form will not be accepted.

I understand and will comply with this requirement:*

☐

- Click “Save” to continue
- You will lose all data if you leave the page without saving
- Cannot Save unless all required fields marked with red asterisk (*) are completed



Montana Grants and Loans

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

GTA TEST FO 2

Project Title: AN - Test Application 12/19
Program Area: Growth Through Agriculture (GTA)
Proposal Deadline: 01/31/2012

Application Preparation Checklist

Have you Read the GTA Program Background? * ☐ Yes ☐ No

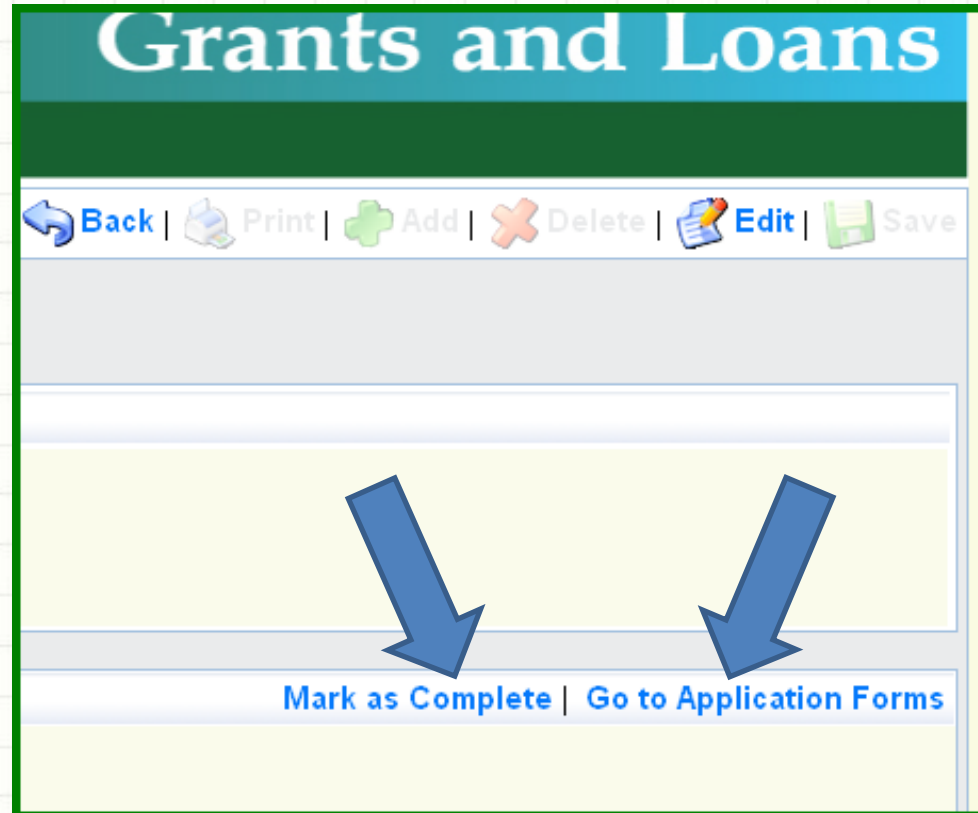
Have you Completed a Business Plan? * ☐ Yes ☐ No

Have you Completed Financial Projections? * ☐ Yes ☐ No

Have you Prepared a List of Key Assumptions for Financial Statements? * ☐ Yes ☐ No

Have you Prepared Cash Flow * ☐ Yes ☐ No

- To continue to next form, select either:
 - Mark as Complete, or
 - Go to Application Forms



Application Forms

- Click on blue application form names
- Complete each form
- Keep track of forms marked as complete
- Preview, Submit

Instructions

ONCE YOU ARE DONE WITH ALL SECTIONS OF YOUR APPLICATION, CLICK SUBMIT TO SUBMIT YOUR APPLICATION

Application Forms

[Preview](#) | [Submit](#)

Form Name	Complete?	Last Edited
General Information	✓	12/19/2011
Application Preparation Checklist	✓	12/19/2011
Brief Project Summary		
Montana Commodities		
Project Impacts		
Business Information		
Key Personnel		
Objectives		12/20/2011
Budget		12/20/2011
Sources and Uses of Funds		12/20/2011
Financial Attachments		
Attachments		
Application Certification		

Brief Project Summary Form


- Select Project Type & Agricultural Category
- Hold Ctrl key and click to select multiple items

Project Information

Select the category(ies) that best apply to your proposed project. To select more than one option, hold the ctrl key and click on each applicable category (ctrl+click).

Project Type:*

Business Expansion
Commercialization
Education
Promotional

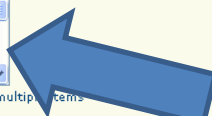


Please press Ctrl + Click to select multiple items

Other Project Type:

Agriculture Category:*

Agri-Tourism
Dairy
Equipment
Food Processing



Please press Ctrl + Click to select multiple items

Other Agriculture Category:

Brief Project Summary

Proposed Use of GTA Funds:*

Equipment
Consultant Services (professional, technical, operational)
Advertising and Promotion
Travel

Please press Ctrl + Click to select multiple items

Brief Project Summary*

Describe the nature of the proposed activity, the nature of the business or organization and what the GTA financial assistance would be used for. Provide any relevant historical information on this project and the impact it would have to agriculture or specific agricultural industries in Montana.

Font family

Font size

B *I* U

Brief Project Summary Form (continued)

- Proposed Use of GTA Funds – can select more than one
- Brief Project Summary

Brief Project Summary*

Describe the nature of the proposed activity, the nature of the business or organization and what the GTA financial assistance would be used for. Provide any relevant historical information on this project and the impact it would have to agriculture or specific agricultural industries in Montana.

Font family ▾ Font size ▾ **B** *I* U | [List Icons] | [Link Icon] | [Image Icon] | [Table Icon] | [Quote Icon] | [Code Icon] | [Help Icon]

3000 characters max.

Brief Project Summary

- Should be brief
- 3000 character limit
- Describe the request in the first 2 sentences, who is applying, how much, proposed activity and why
- Once saved, you will see 2 additional fields
- Amounts will auto-fill from budget form



The screenshot shows a web form titled "Brief Project Summary" with a light blue header. Below the header, the text "Proposed Use of GTA Funds:" is displayed. Under this, two fields are shown: "Amount of GTA Funds Requested: \$0.00" and "Total Cash Matching Funds: \$0.00". A large blue arrow points from the right towards the "\$0.00" values in both fields. At the bottom of the form, the text "Brief Project Summary*" is visible.

Brief Project Summary	
Proposed Use of GTA Funds:	
Amount of GTA Funds Requested:	\$0.00
Total Cash Matching Funds:	\$0.00
Brief Project Summary*	

Example – A good first sentence

Mary's Innovative Bakery, LLC is requesting \$30,000 to purchase equipment necessary to expand its current product line from muffins to cakes made with Montana-grown whole grains and pulse crops to meet increasing regional and national demand for their products.

Who

How
Much

What

Ag Impact

Why

Montana Commodities Form

- Enter current annual volume and value of Montana-grown or raised commodities utilized by your business
- 5-year Projections
- Note character limitations

Montana Commodities
Identify Montana-grown or raised commodities utilized by your business and estimate quantities utilized annually and next five years.

Annual Volume:*
1000 characters max.

Product Value:*
500 characters max

5 Year Volume:*
1000 characters max.

Projected Value:*

- Economic and Agricultural Impacts
- Deliverables/
Measurable Outcomes
- Originality of Project
- 2000 character max.

Project Impacts

Economic Impacts on Agricultural Industries and the State of Montana

Economic Impacts on Agricultural Industries*

Project's expected economic impacts on agricultural industries:

Font family Font size **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon] [Text Color Icon] [Background Color Icon]

2000 characters max.

Deliverables Measureable Outcomes*

Please describe, in detail, what will be delivered to the Department demonstrating objectives were met at the end of the project. Examples may statements documenting increases sales figures, list of jobs created, surveys completed and/or pictures and invoices of equipment purchased.

Font family Font size **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon] [Text Color Icon] [Background Color Icon]

2000 characters max.

Project Originality*

Describe the degree of originality, innovation or uniqueness that the project will use to address the need or opportunity presented:

Font family Font size **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon] [Text Color Icon] [Background Color Icon]

2000 characters max.


Business Information Form

- Current Business Description

Business Information

CURRENT BUSINESS DESCRIPTION

If incorporated, where?

Date of business formation:* 

Business Structure Type:*

Gross sales last fiscal year:*

Annual Operating Expenses:*

Enter total number of current employees, including working owners in employee count.

Number of Full Time Employees:*

Number of Part Time Employees:*

Enter amount of current annual payroll, excluding compensation to owners.

Current Annual Payroll*

Business Information Form (continued)

- Anticipated 2 Year Financial Results of the Project

ANTICIPATED FINANCIAL RESULTS OF THE PROJECT WITHIN THE NEXT 2 YEARS. (Pull financial amounts from your financial statements attachment.)

Increase in Gross Annual Sales:*

\$0.00

Increase in Capital Investments:*

\$0.00

Increase in Annual Operating Expenses:*

\$0.00

Increase in Number of Full Time Employees:*

Increase in Number of Part Time Employees:*

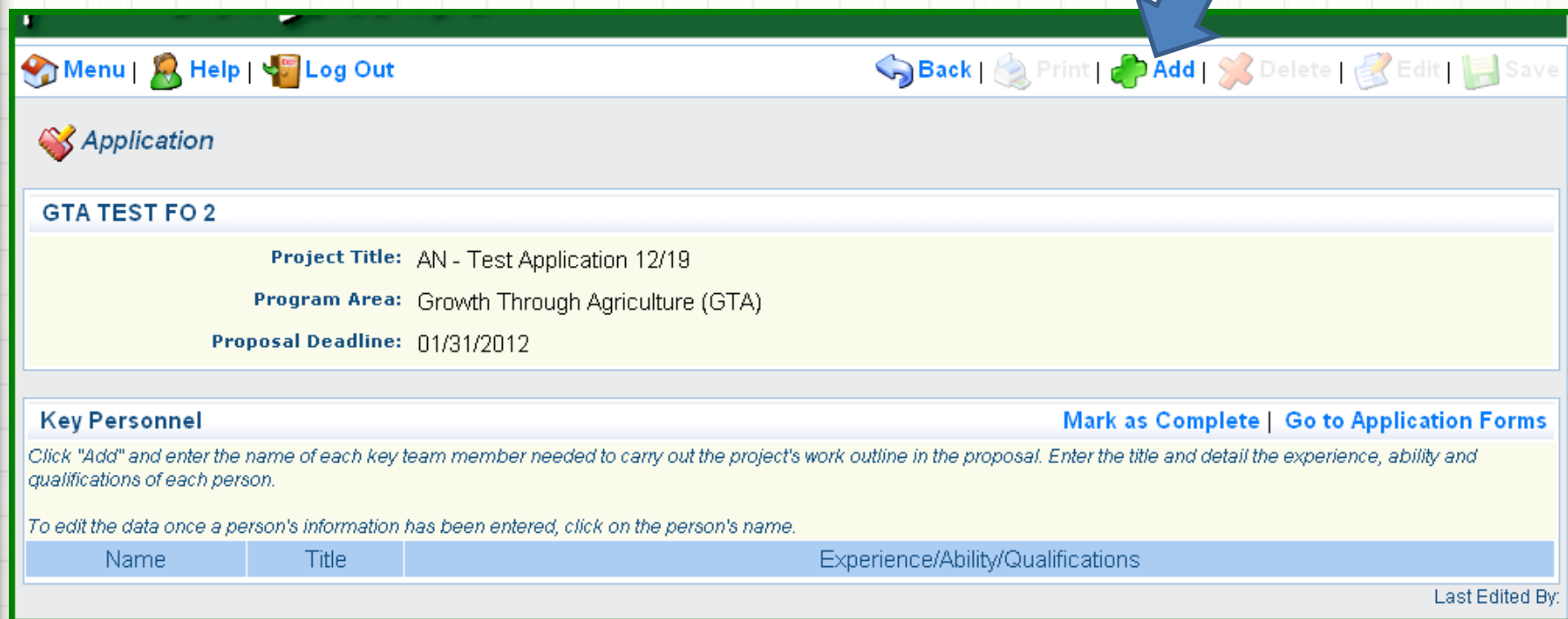
Enter amount of estimated total payroll of new jobs to be created.

Projected Annual Payroll*

\$0.00


Key Personnel Form

- Click “+Add” for data entry form to appear



The screenshot shows a web application interface for a Key Personnel Form. At the top, there is a navigation bar with icons for Menu, Help, and Log Out on the left, and Back, Print, Add, Delete, Edit, and Save on the right. A large blue arrow points to the 'Add' button. Below the navigation bar, the page is titled 'Application' with a folder icon. The main content area is divided into sections. The first section is titled 'GTA TEST FO 2' and contains the following information: Project Title: AN - Test Application 12/19, Program Area: Growth Through Agriculture (GTA), and Proposal Deadline: 01/31/2012. The second section is titled 'Key Personnel' and includes links for 'Mark as Complete' and 'Go to Application Forms'. Below this, there is a paragraph of instructions: 'Click "Add" and enter the name of each key team member needed to carry out the project's work outline in the proposal. Enter the title and detail the experience, ability and qualifications of each person.' and another paragraph: 'To edit the data once a person's information has been entered, click on the person's name.' At the bottom, there is a table with three columns: Name, Title, and Experience/Ability/Qualifications. The text 'Last Edited By:' is visible in the bottom right corner.

Menu | Help | Log Out | Back | Print | **+Add** | Delete | Edit | Save

 Application

GTA TEST FO 2

Project Title: AN - Test Application 12/19
Program Area: Growth Through Agriculture (GTA)
Proposal Deadline: 01/31/2012

Key Personnel [Mark as Complete](#) | [Go to Application Forms](#)

Click "Add" and enter the name of each key team member needed to carry out the project's work outline in the proposal. Enter the title and detail the experience, ability and qualifications of each person.

To edit the data once a person's information has been entered, click on the person's name.

Name	Title	Experience/Ability/Qualifications
------	-------	-----------------------------------

Last Edited By:

Key Personnel (continued)

- Enter name, title and information
- Note character limit
- To add additional personnel, keep selecting “+Add” and entering information for each person

Key Personnel


Click "Add" and enter the name of each key team member needed to carry out the project's work outline in the proposal. Enter the title and detail the experience, ability and qualifications of each person.

To edit the data once a person's information has been entered, click on the person's name.

Name*

Title*

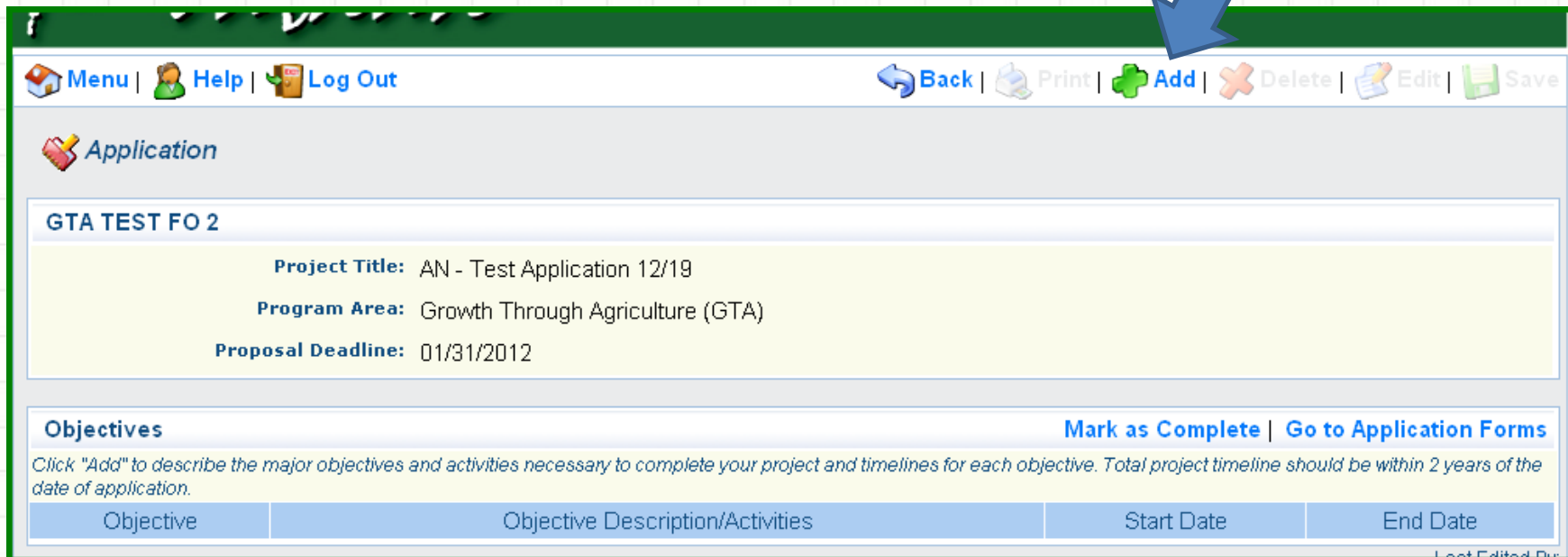
Experience/Ability/Qualifications*



500 characters max

Objectives Form

- Click “+Add” for data entry form to appear



[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [+Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Application

GTA TEST FO 2

Project Title: AN - Test Application 12/19

Program Area: Growth Through Agriculture (GTA)

Proposal Deadline: 01/31/2012

Objectives [Mark as Complete](#) | [Go to Application Forms](#)

Click "Add" to describe the major objectives and activities necessary to complete your project and timelines for each objective. Total project timeline should be within 2 years of the date of application.

Objective	Objective Description/Activities	Start Date	End Date

Last Edited By: [Name]

Objectives Form(continued)

- Enter objective such as “Build Facility” or “Purchase Equipment”
- Detailed description
- Timeline – should be within 2 years of date of application

Objectives

Click "Add" to describe the major objectives and activities necessary to complete your project and timelines for each objective. Total project timeline should be within 2 years of the date of application.

These are the main objective(s) of the project

Objective*

Describe the major objectives, activities and proposed timelines for each activity. For activities that include in-kind contributions, a detailed description must be included (e.g. number of hours and the hourly rate) and be representative of normal, fair market costs for the work to be done. In-kind contributions from employees or owners of the applicant organization cannot exceed \$25.00 / hr.

Objective Description/Activities*


500 characters max.

Please note: Total project timeline should be within 2 years or less from the date of application.

Start Date*

End Date*


 

Objectives (continued)

- Keep Objectives brief – just a few words
- Add detail to “Objective Description/Activities” & Brief Project Summary

Objectives		Mark as Complete Go to Application Forms	
<small>Click "Add" to describe the major objectives and activities necessary to complete your project and timelines for each objective. Total project timeline should be within 2 years of the date of application.</small>			
Objective	Objective Description/Activities	Start Date	End Date
Purchase Equipment	Purchase industrial mixer and freezer needed for new product line. Cost quotes attached.	03/01/2012	12/31/2012
Build Out New Leased Facility	Lease secured on facility at 111 N. Main Street in Kalispell, Montana. Plumbing, electrical, carpentry work need to be completed before we can move in. Copy of lease attached.	04/01/2012	05/31/2012

Last Edited By: GTA User GTA User, 12/20/2011



- To edit objectives after save, click on objective name in **BLUE**

Budget Form



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

GTA TEST FO 2

Project Title: AN - Test Application 12/19
 Program Area: Growth Through Agriculture (GTA)
 Proposal Deadline: 01/31/2012

Budget [Mark as Complete](#) | [Go to Application Forms](#)

Complete the "Objectives" Form first before filling out this form.

If there are other contributions (e.g. from other government funding sources) that will affect the project, please be sure to detail them in the "Sources and Uses of Funds" form further in this application.

AT LEAST ONE-TO-ONE MATCHING FUNDS ARE REQUIRED FOR ALL PROPOSALS.

Objective	Cost Description	GTA	Cash Match	In-Kind Match	Total Cost of the Activity
		\$0.00	\$0.00	\$0.00	\$0.00

Last Edited By:

- Must complete Objectives Form 1st
- Click "+Add"
- Edit screen appears
- First field is a drop down box with the objectives created on objectives form
- List each cost separately

GTA TEST FO 2

Project Title: AN - Test Application 12/19
 Program Area: Growth Through Agriculture (GTA)
 Proposal Deadline: 01/31/2012

Budget

Complete the "Objectives" Form first before filling out this form.

If there are other contributions (e.g. from other government funding sources) that will affect the project, please be sure to detail them in the "Sources and Uses of Funds" form further in this application.

AT LEAST ONE-TO-ONE MATCHING FUNDS ARE REQUIRED FOR ALL PROPOSALS.

1) Select an objective from the drop down box.

Objective* Build Out New Leased Facility

2) Enter a cost description such as 'Purchase xyz piece of equipment' or 'Hire consultant to prepare feasibility study' etc. Describe how the costs for the above objective were determined.

Cost Description*

3) Enter corresponding cost data below for this objective and activities including how GTA funds will be spent, how applicant contributions will be used, whether the match is cash or in-kind, will be or have been used for the benefit of the project.

GTA*

Cash Match*

In-Kind Match*

[Return to Top](#)

Budget Form Example 1

Budget
[Mark as Complete](#) | [Go to Application Forms](#)

Complete the "Objectives" Form first before filling out this form.


If there are other contributions (e.g. from other government funding sources) that will affect the project, please be sure to detail them in the "Sources and Uses of Funds" form further in this application.

AT LEAST ONE-TO-ONE MATCHING FUNDS ARE REQUIRED FOR ALL PROPOSALS.

Objective	Cost Description	GTA	Cash Match	In-Kind Match	Total Cost of the Activity
Build Out New Leased Facility	Plumbing	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Build Out New Leased Facility	Electrical Work	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Purchase Equipment	Purchase Walk-in Freezer	\$10,000.00	\$0.00	\$0.00	\$10,000.00
		\$10,000.00	\$10,000.00	\$0.00	\$20,000.00

Last Edited By: GTA User GTA User, 12/20/2011

- If funded, objectives and cost descriptions will carry over to the status report, payment request and contract budget forms
- To edit budget, click on objective name
- To delete an objective in this screen after it has been saved, click on the "xDelete" button on upper right



Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save

Application

GTA TEST FO 2

Project Title: All - Test Application 12/19
 Program Area: Growth Through Agriculture (GTA)
 Proposal Deadline: 01/01/2012

Budget

Complete the "Objectives" Form first before filling out this form.

If there are other contributions (e.g. from other government funding sources) that will affect the project, please be sure to detail them in the "Sources and Uses of Funds" form further in this application.

AT LEAST ONE-TO-ONE MATCHING FUNDS ARE REQUIRED FOR ALL PROPOSALS.

(1) Select an objective from the drop-down box:

Objective* Build Out New Leased Facility

Budget Form Example 2 – In-kind

Budget

[Mark as Complete](#) | [Go to Application Forms](#)

Complete the "Objectives" Form first before filling out this form.

If there are other contributions (e.g. from other government funding sources) that will affect the project, please be sure to detail them in the "Sources and Uses of Funds" form further in this application.

AT LEAST ONE-TO-ONE MATCHING FUNDS ARE REQUIRED FOR ALL PROPOSALS.

Objective	Cost Description	GTA	Cash Match	In-Kind Match	Total Cost of the Activity
Build Out New Leased Facility	Plumbing	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Build Out New Leased Facility	Electrical Work	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Purchase Equipment	Purchase Walk-in Freezer	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Build Out New Leased Facility	Carpentry - Owner John Doe - 100 hrs * \$15/hr = \$1,500	\$0.00	\$0.00	\$1,500.00	\$1,500.00
		\$10,000.00	\$10,000.00	\$1,500.00	\$21,500.00

- In-kind contributions - should be calculated at the actual market price of services rendered
- No more than \$25.00 per hour
- List name of individual contributing in-kind
- Estimated number of hours to complete work
- Double check totals

Sources and Uses of Funds Form

- Click “+Add”
- Enter “GTA” 1st as “Requested” source
- Enter each additional source of funds
- Include other state grants such as BSTF, WTG, etc.
- Other state grant funds do not count towards match requirement, but can demonstrate project viability

The screenshot shows the 'Montana Grants and Loans' application interface. At the top, there's a header with the 'Montana' logo and the title 'Grants and Loans'. Below this is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main section is titled 'Application' and contains the following information:

- GTA TEST FO 2**
- Project Title:** AN - Test Application 12/19
- Program Area:** Growth Through Agriculture (GTA)
- Proposal Deadline:** 01/31/2012

Below this information is a section titled 'Sources and Uses of Funds' with a link 'Mark as Complete | Go to Application Forms'. A detailed instruction follows: 'Please list all sources and uses of funding including the requested GTA funds, matching funds and all other additional funding for the project. Include federal grants (ex. USDA-RD RBEG), financing (ex. bank loan), other grants (ex. WTG, BSTF grants), donations, or company cash/equity. Indicate in the Commitment Status column whether proposed, requested, or approved. Examples of Uses of Funds are training, building construction, equipment purchases, marketing, etc.'

A note states: 'Click "Add" to enter each line of information on this form.'

Source	Commitment Status	Use of Funds	Amount
			\$0.00

At the bottom right, there is a field labeled 'Last Edited By:'.

Sources and Uses of Funds Form (continued)

Sources and Uses of Funds

Please list all sources and uses of funding including the requested GTA funds, matching funds and all other additional funding for the project. Include federal grants (ex. USDA-RD RBEG), financing (ex. bank loan), other grants (ex. WTG, BSTF grants), donations, or company cash/equity. Indicate in the Commitment Status column whether proposed, requested, or approved. Examples of Uses of Funds are training, building construction, equipment purchases, marketing, etc.

Click "Add" to enter each line of information on this form.

Source*	<input type="text"/>
Commitment Status*	<input type="text" value="v"/>
Use of Funds*	<input type="text"/>
Amount*	<input type="text" value="\$0.00"/>

- Enter name of Source of Funds
- Select "Commitment Status" from drop down box
 - Proposed, Requested or Approved
- Briefly describe "Use of Funds"
- Be brief, add details to Brief Project Summary Form if necessary
- Attach copies of any commitment letters

Sources and Uses of Funds Form - Example

Sources and Uses of Funds		Mark as Complete Go to Application Forms	
<i>Please list all sources and uses of funding including the requested GTA funds, matching funds and all other additional funding for the project. Include federal grants (ex. USDA-RD RBEG), financing (ex. bank loan), other grants (ex. WTG, BSTF grants), donations, or company cash/equity. Indicate in the Commitment Status column whether proposed, requested, or approved. Examples of Uses of Funds are training, building construction, equipment purchases, marketing, etc.</i>			
Click "Add" to enter each line of information on this form.			
Source	Commitment Status	Use of Funds	Amount
GTA	Requested	Equipment - Freezer	\$10,000.00
Bank Loan - 1st Bank of Anytown, MT	Approved	Facility Build-out	\$20,000.00
BSTF	Requested	Architectural / Engineering	\$25,000.00
			\$55,000.00

Last Edited By: GTA User, 12/20/2014

- Provides a snapshot of where all the funding for the project is coming from and going to
- GTA (Growth Through Agriculture)
- Bank Loan – Name of bank listed – copy of commitment letter should be attached
- BSTF – (Big Sky Economic Development Trust Fund) - Requested status indicates an application has been submitted

Financial Attachments Form

Instructions

Prepare a cash flow statement and balance sheet using the guide and templates provided at:

<http://agr.mt.gov/business/GTAApplInfo.asp>.

Please note:

1) This Excel document has 2 worksheet tabs - the first one is for the cash flow statement and the second for the balance sheet.

2) It is **REQUIRED** that these financial statements are prepared using the spreadsheet prepared by the Department of Agriculture.




Contact GTA program staff for assistance at 406-444-2402 or gta@mt.gov.

3) A short description for each attachment is **REQUIRED**.

4) Bid or Cost Quote(s) should be included for equipment, consulting or other costs requested from GTA. If you have more than one attachment, attach the additional documents in the next form.

Financial Attachments

[Mark as Complete](#) | [Go to Application Forms](#)

Attachment	Description	File Name	Type	File Size	Delete?
Cash Flow Statement/Balance Sheet					
Business Plan					
Bid/Cost Quote(s)					

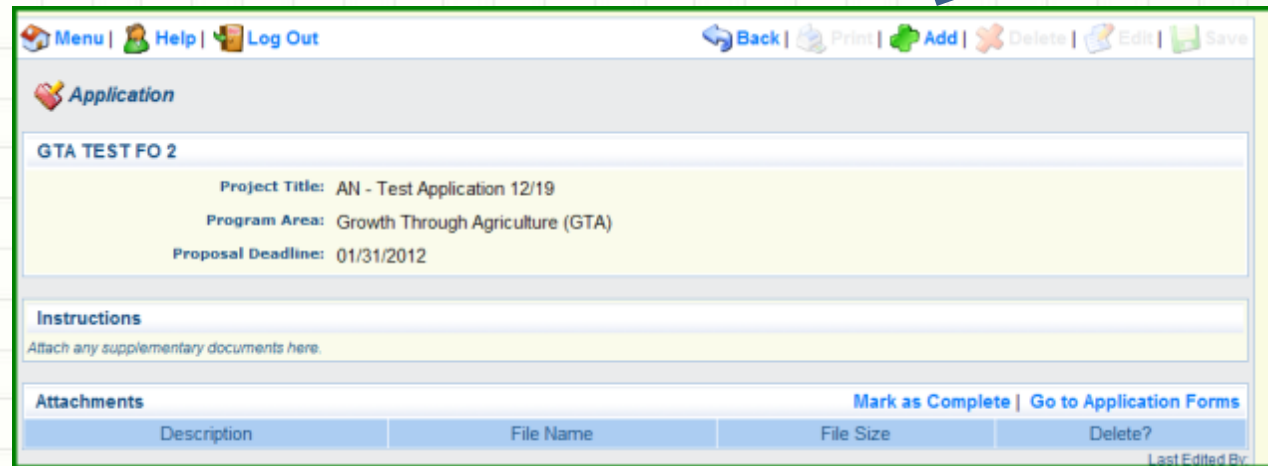
- Use GTA cash flow statement and balance sheet template
- Other formats will not be accepted
- Click on link – will take you to GTA web page with templates
- Select the appropriate template
 - “Existing Business Form” or
 - “Start-up Business Form”
- Guide and Sample provided on GTA website

Financial Attachments Form (continued)

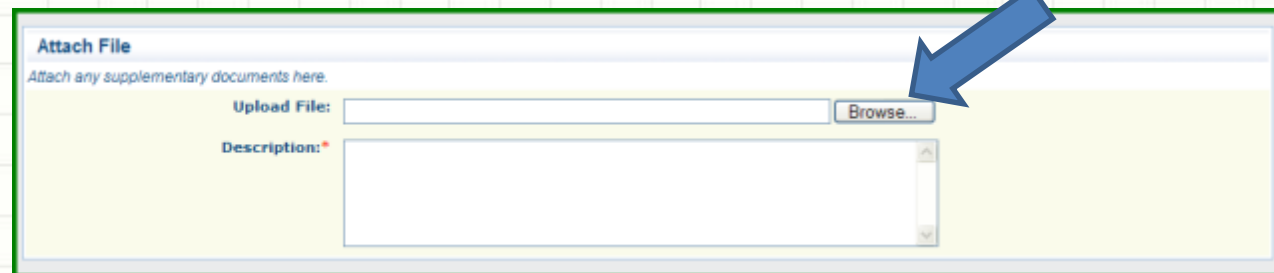
- If you need assistance, contact your local SBDC, FADC or GTA staff
- Attach copy of business plan
- Attach bid or cost quote
- Multiple attachments?
 - Scan or merge to create a single pdf document, or
 - Attach additional attachments in next form “Attachments Form”

Attachments Form

- Click “+Add”
- No limit of
- Attach other items, additional cost quotes
- Letters of support
- Pictures, maps, tribal resolution
- Click “Browse”
- Must enter a Description



A screenshot of a web application interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled "Application" with a sub-header "GTA TEST FO 2". The main content area displays project details: "Project Title: AN - Test Application 12/19", "Program Area: Growth Through Agriculture (GTA)", and "Proposal Deadline: 01/31/2012". Below the details is an "Instructions" section with the text "Attach any supplementary documents here." At the bottom, there is an "Attachments" section with a table header: "Description", "File Name", "File Size", and "Delete?". To the right of the table header are links: "Mark as Complete" and "Go to Application Forms". A blue arrow points to the "Add" button in the top navigation bar.



A screenshot of the "Attach File" form. It has a sub-header "Attach File" and the instruction "Attach any supplementary documents here." Below this, there is an "Upload File:" label followed by a text input field and a "Browse..." button. A blue arrow points to the "Browse..." button. Below the input field is a "Description:" label followed by a text area. The text area has a red asterisk next to it, indicating it is a required field.

Application Certification Form

Application Certification

As the responsible authorized agent of the applicant, I hereby submit this Growth Through Agriculture (GTA) Application and understand that any information provided to the Department of Agriculture in this application or other correspondence becomes public information. I waive any right to confidentiality and affirm that the information provided in this application is true and accurate to the best of my knowledge.

Authorized Representative:*

Date:*



Title:*

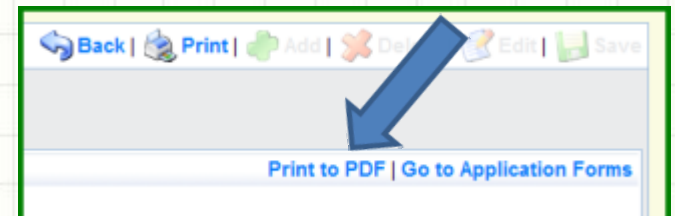
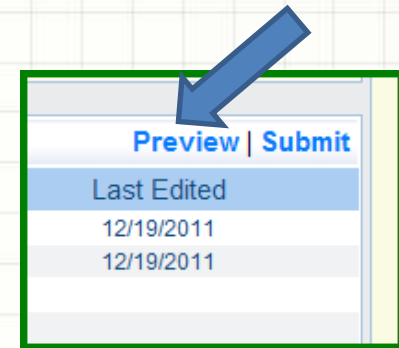
I will submit by fax or mail the required Credit Check Release form for my organization and its principals by the application deadline and understand that if this form is not submitted to the Department of Agriculture by the application deadline that this application will not be accepted. The Credit Check Release Form may be found at <http://agr.mt.gov/business/GTAApplInfo.asp>.

**I understand and will comply with
this requirement:*** ☐

- Enter name of Authorized Representative that is submitting the application
- Call staff if you need help registering an additional person to complete this page
- Credit Check Release Form must be RECEIVED by mail or fax by deadline (1/31)
- Send Credit Check Release with draft application, must be received before final deadline

Final Items to Note

- Applications from a Tribal Government or to assist a Tribally owned business should include a Tribal Resolution
 - Attach scanned copy, fax or mail
- Select “Preview” to view entire application together
- Click “Print to PDF” to save application or print for your records



To Submit Your Application

- Select “Mark as Complete” on each form
- Click on “Submit” – will receive confirmation email
- Once submitted, you will not be able to make any changes
- **Draft deadline: January 6th**
- Staff will review & provide feedback
 - Staff will unlock some or all sections for final editing
 - After editing, must select “Submit” again by final deadline
- **Final deadline: January 31, 2012**

Resources

Growth Through Agriculture website:

<http://www.agr.mt.gov/business/GTA.asp>

Program Backgrounds:

Please reference the Growth Through Agriculture Category I: Economic Development Projects and/or Category II: Mini-Grant program backgrounds for further information on the eligible activities and requirements for funding under this program. Please contact program staff for additional guidance and funding availability before submitting a formal application.



QUESTIONS?



AGRICULTURE MARKETING AND BUSINESS DEVELOPMENT BUREAU STAFF

Collin Watters *Bureau Chief*

Overall marketing, business development and oversight

Angie Nelson

Growth Through Agriculture Program Manager

Growth Through Agriculture program administration

Chad Lee

Business Development Officer

Business Assistance

Nancy Matheson

Special Projects Coordinator

Special project development and implementation

Linda Howard

Marketing Officer

International agricultural product marketing

Marty Eamheart

Marketing Officer

Meats & livestock marketing

Angelyn DeYoung

Marketing Officer

Domestic agricultural product marketing

Lindra Davies

Marketing Technician

Growth Through Agriculture program/marketing coordination



PROGRAM CONTACT

Angie Nelson, GTA Program Manager
gta@mt.gov
(406) 444-2402

THANK YOU!

